

**Utilities Commission  
City of New Smyrna Beach, Florida**

**Job Title:** Water Plant Operator /Water Treatment Plant  
**Department:** Water Resources Department  
**Reports To:** Water Production Supervisor  
**Revised:** 12/01/11  
**Pay Grade:** 13C, 15B, 17A– Non-Exempt, Union

**Job Summary**

This is highly specialized work in the operations of Class A Water Treatment Plant. Controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use for full compliance with the DEP + EPA Safe Drinking Water Act.

Employee receives oral and written instructions from Plant Supervisor. He/She is responsible for efficient plant operations during his/her assigned shift. This includes all plant equipment and treatment processes and interrelated system components. Work is performed under established procedures but employee must exercise independent judgment in regulating treatment to meet changing conditions and handling emergencies to continuously meet all regulatory requirements. The plant operates 24/7 and employees may be assigned any of the (3) shifts.

Work includes sampling and testing of various points in the treatment process as required for process control; other laboratory analysis necessary for permit requirements~ adjusting chemical feeds; plant operation and maintenance; and other aspects of system operations. Work is appraised by the Superintendent through plant records and visual observations.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant.

Feeds specified amounts of chemicals, such as chlorine, ammonia, and lime into water and adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect stabilize and clarify water.

Operates and maintains equipment at the Water Treatment Plant.

Monitors water production and distribution via computer SCADA system.

Maintains an accurate daily log and records any significant changes in operations.

Takes samples for laboratory analysis and performs lab testing necessary for the treatment process control and permit requirements.

Records data, such as residual content of chemicals, water turbidity, and water pressure.

Performs all other duties assigned.

**Competencies**

*To perform the job successfully, an individual should demonstrate the following competencies:*

***Problem Solving*** - Gathers and analyzes information skillfully.

***Customer Service*** - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

***Quality*** - Demonstrates accuracy and thoroughness.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Qualifications** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Other Skills and Abilities**

Knowledge of methods and practices of all types of municipal water supply and treatment.

Knowledge of the standards and normal operating procedures applicable to treatment.

Knowledge of the functions and mechanics of pumps and other plant mechanical equipment.

Be aware of the implications of improper water treatment on community health and well-being.

Ability to inspect machinery and other mechanical equipment and to detect flaws and defects in operations.

Be familiar with computer automated telemetric surveillance and maintain accurate records of shift operations.

Perform chemical analysis accurately.

Adjust treatment and procedures to meet requirements of volumes to be treated.

Be able to understand and follow oral and written instructions.

Knowledge of rules and regulations of proper water/wastewater treatment as outlined by the State of Florida.

Must maintain a home telephone for response to emergency call outs.

Must be capable dealing with public/customers.

**Physical Demands** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, and color vision.

**Work Environment** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to high, precarious places.

### **Education and Experience**

High School diploma or GED required. Completion of all special courses in water or wastewater treatment as state mandated.

### **Certificates, Licenses, Registrations**

Must possess at least a Class "C" Water Treatment Plant Operator's License issued by the State of Florida and must have a valid Florida driver's license.

### **Pay Levels:**

"C" License - Labor Grade 13

"B" License - Labor Grade 15

"A" License - Labor Grade 17

### **Other Qualifications**

Position is subject to driver's license record checks. Must pass background check. Must be able to work flexible hours as needed. Must be available for call-out when eligible with a 40 minute or less response time as needed. Standby participation is voluntary as long as there are sufficient employees to adequately cover this duty. If not, standby may become mandatory, and is subject to management right's section of the CBA. Must attend and successfully complete all mandated trainings.

Subject to Florida Drug Free Workplace Act for alcohol and drug testing.